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Assistant Director, Research and Reports

Chief, Management Staff

CRR and the Vital Materials Repository - Your Memorandum of 30 March

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Thank you for the opportunity to review Mr. staff study on "Vital Materials and CRR". Our comments are attached. If we can be of any assistance in implementing the recommendations, please don't hesitate to call Mr. . Chief of our Records Management Staff.

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ATTACHNERITS:

RMS comments on CRR Staff Study on Vital Materials and ORR

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## Memorandom, 28 Mar 56, to Asa't Director, ORR, from:

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"2. DISCUSSION - Except for the location of the V.M.R. it would be most useful to brief personnel to at least Branch Chief level into the mission and functions of the V.M.R. (There appears to be some confusion between the use of the Records Center and the mission of V.M.R.)."

COMMENT:

to the Repository to familiarise responsible persons in all offices as to the mission of the Vital Faterials Program and the facilities available for emergency operation. We will be glad to extend this service to any additional personnel that you care to designate.

"3.(c) - A training course as shown in Appendix "B" would I am sure make the selected emurgency personnel more efficient at ".H.R. Many of those who have been selected have been too long in supervisory positions and have no good knowledge of the tools of research."

COMMENT:

This office is in agreement with the idea of a training course for selected emergency personnel and would like to have included on the program information regarding the VE responsibilities of the Management Staff and repository personnel. Further, it is felt that any course involving IBH and Microfiles techniques at the repository should include members of the Management Staff who are familiar with the problems and limitations of the operations and equipment at the repository.

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CONTENT

The Printing Services Division, Office of Logistics, and the Management Staif have over-all Agency responsibility in these areas and are in the best position to determine these needs currently and sike appropriate proposals. A survey report on reproduction facilities was made some time ago, and review of the IBM requirements is in process.

## Memorandum, 28 Har 56 - (cont'é)

"3.(f) Each Area of CRR to have someone designated as V.M. Officer in addition to their other duties and make it a practice to periodically follow up with the Divisions and Branches, not only to make sure that material is being deposited but also to weed out obsolete saterial."

COMMENT:

This recommendation should provide for the designation of a Vital Materials Officer who would have overall CER responsibility. Also, there should be a specific recommendation requiring the preparation of a VM schedule and for a continuing review of the schedule to assure that it accurately reflects current emergency needs and that the deposits are being made in accordance with your plans.

"Appendix A - STATUS OF VITEL MATERIALS OF USE TO ORA

Par. 10 - OCR have microfilled the Traphics Register up through 1954.

Nothing has been done on this register since that time. As I see it, it would involve microfilming the entire Graphics Register all over again because since 1954 no attempt has been made to separate the more recently acquired material."

COMMENT:

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This deficiency has been discussed with members of OCR, but they felt that refilming would have to wait until the conversion of the file from 8 x 10 photos had been completed. Mr. are surveying the situation to determine the best method for providing complete coverage and also a system to film accretions currently.

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"Par. 13 - The Library material which is intelledamed is also at VPR and filed under the Library Code. All new "Take" of OCR is microfilmed daily and sent to VPR."

COMMENT:

The only intellocated material at the repository is that filmed by OCR since the fall of 195h.

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## **Next 1 Page(s) In Document Exempt**

## Memorandum, 23 Mar 56 - (cont'à)

COMMENT.

This should be corrected with the implementation of recommendation 3(d) of memo dated 28 Mar.; the establishment of deposit schedules; and the review of the annual Vital Materials Inventory.